

Special Session

Agenda Item #	6
Meeting Date	December 5, 2005
Prepared By	Wayne Hobbs & Lonni Moffet
Approved By	Barbara B. Matthews City Manager

Discussion Item	Purchase of Web Streaming Application from Granicus, Inc.
Background	<p>Council was briefed on the capabilities of the Web Streaming Application from Granicus, Inc. in Work Sessions on May 31, 2005 and on November 28, 2005.</p> <p>The Granicus application was developed to give local government legislative bodies the ability to provide easy access to Council information. Developed in conjunction with municipal clerks, Granicus provides indexed, fully searchable multi-media streams and archives of government meetings and documents. Users may follow along with the web-posted agenda during the live stream of a meeting. At the completion of each meeting, an indexed, searchable file will be available with links to background material. After Council adopts the minutes, annotated minutes will be part of the package.</p> <p>Both internal and external users will have immediate, searchable access to Council meetings and documents, a tremendous convenience to the user and efficiencies for staff. DVDs of meetings or segments of meetings can be burned upon request as well. City TV staff also anticipate using the Granicus solution to provide web based video-on-demand of City TV produced shows such as Snapshots.</p> <p>It should be noted that the City of Alexandria recently entered into a contract with Granicus and the City is “piggy-backing” on this contract per Council of Governments policies.</p>
Policy	<p>Section 7.08.070 (E) of the City Code reads as follows: “Cooperative Purchasing. The City Administrator may enter into contracts or agreements for cooperative purchasing, as defined in Section 7.04.040 (F) of this chapter, without the requirement of competitive bidding by the City, provided that such cooperative purchasing meets all of the requirements of this division and Chapter 8A of this Code and is consistent with their provisions in every respect and that the cooperative purchasing agreement is subject to review and approval by the City Council by resolution prior to any actual purchase or purchases being made thereunder. (Prior code § 9A-13)”</p>
Fiscal Impact	<p>Granicus Software Application, Training, Installation and Integration: \$11,060. Please note that this figure would go up to \$14,800 after January 1, 2006.</p> <p>In Budget Amendment 3 of the FY 06 Budget, Council appropriated funds in the amount of \$11,060 for the purchase of this application.</p> <p>Monthly costs for hosting the live stream and archiving are \$750, which is available in operating funds in the FY06 budget.</p> <p>The computer server with the encoder will be purchased separately out of cable capital equipment funding and will cost approximately \$3,000.</p>
Attachments	Proposed Ordinance authorizing the purchase of the web streaming application from Granicus, Inc.
Recommendation	That Council approve the attached single reading ordinance.

Introduced by: Councilmember

Single Reading:

ORDINANCE # 2005 -

Authorization to Purchase Web Streaming Application

WHEREAS, the City of Takoma Park is desirous of using the City's website to provide live multi-media streaming and archiving of City Council meetings with concurrent access to documents; **AND**

WHEREAS, staff research of available web streaming systems concluded that the system, provided by Granicus, Inc., of San Francisco, best meets the City's needs for web streaming and archiving; **AND**

WHEREAS, the cost of the proposal from Granicus for software, training, installation and integration is for \$11,060; **AND**

WHEREAS, since this is a Cooperative Purchase, competitive bidding is not required; **AND**

WHEREAS, sufficient funds for this purpose have been appropriated in the amended FY 06 Operating Budget.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

Section 1. The City Manager or designee is authorized on behalf of the City to purchase the system from Granicus, Inc. in the amount of \$11,060.

Section 2. This Ordinance shall be effective immediately.

ADOPTED this ____ day of _____, 2005 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: